

**PROVIDENCE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING: Thursday, August 28, 2014; 5:00 p.m.**

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**PHA Conference Room**

**100 Broad Street**

**Providence, RI 02903**

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**CALL TO ORDER**

Chairman Nicolas Retsinas called the meeting to order at 5:00 p.m.

**ROLL CALL**

**Present:**

Nicolas Retsinas  
Thomas Ryan  
Dolores Cascella  
Roger Giraud  
Ricardo Patino  
Hilary Silver  
JT Taylor  
Dorothy Waters

**Absent:**

John Iglizzi  
Kevin Jackson  
Nicholas Narducci

Eight members were present constituting a quorum to conduct business.

**APPROVAL OF MINUTES**

Chairman Retsinas asked for a motion to accept and approve the regular meeting minutes of 07/24/14. The motion was made by Commissioner Patino, seconded by Commissioner Cascella. The minutes were approved with a unanimous voice vote.

Commissioner Taylor commented the Executive Director should approve events held at any of the PHA properties. Chairman Retsinas asked the Executive Director, to comment on this issue. Director Tavares stated he received an email with an attachment the day before an event was scheduled without his knowledge. Although the events were well meaning, it is the Director's intent to identify the principals of the organizations and make them aware of the PHA procedures when scheduling an event.

**RESIDENT'S COMMENTS**

None

**Chairman's Report**

Chairman Retsinas stated the board will go into executive session after the presentation if the board so votes to do so.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Tavares thanked everyone for the kindness and gifts while he was out on a medical leave. He also thanked the Directors and employees for their continued efforts while he was out.

The Director is very pleased with the REAC inspections the past few weeks, and with the following site scores: Parenti Villa 85, Kilmartin 99, Carroll Tower 98, Dominica Manor 99, Manton Heights 97, Chad Brown 86, and Dexter Manor 96. We are still waiting for the results for Scattered Sites, Coddington Court, and Roger Williams. We are in the process of reviewing the issue with Hartford Park, which originally scored 90, but was rescinded by HUD. The Director remarked on the history with the failing scores and the challenges we faced. He thanked Facilities Management and everyone who is involved in maintaining the properties. The Director stated

that a historical packet reflecting the scores of each site would be prepared and provided to the commissioners.

### **COMMITTEE REPORTS:**

- Budget and Finance: (Comm. Giraud)
- Resident Services: (Comm. Silver)
- Capital Improvements: (Comm. Cascella)
- Executive Committee: (Chair Retsinas)

**Budget & Finance:** Commissioner Giraud stated the Finance Committee met, he reviewed the report as of the end of June fiscal year, and the numbers are all positive. During the course of the year, there were many challenges and adjustments made, reflecting in the revenues being higher than expected and expenses lower than budgeted. The 2014 audit with McGladery is under way and expected to last through the month of September.

**Resident Services:** Commissioner Silver stated we have submitted a number of grant proposals, most notably the application to HUD for the ROSS Resident Services Coordinators for \$738,000.00. Most importantly is the Youth Police Initiative (YPI). LISK together with Olneyville Housing has put together \$4,000 from the National LISK to devote to a session of YPI in Olneyville. The family developments had back to school events with Fire Safety along with free school supplies and backpacks. The Youth Safe Haven program has ended due to the lack of grant funds to support it. Commissioner Silver reiterated her appreciation and congratulations to the Special Projects department for winning the Harri Award for 'Best Practices' in our fire safety elements. The Seatbelt Initiative was held with over 500 people in attendance. Eighty car and booster seats were given out at the seatbelt program.

Commissioners Taylor and Waters commented 250-300 children showed up at each family development for the back to school event.

Commissioner Waters specifically thanked the Resident Planning Committee, Resident Service Coordinators, Management, Management Aides, and Maintenance who worked hard to put the seatbelt safety and back to school events together.

Vice Chairman Ryan asked if we are going forward with The Institute for the Study and Practice of Non-Violence. Director Tavares stated an MOA is being drafted to quantify our relationship. Commissioner Ryan suggested that it in turn be forward to the commissioners for their review.

**Capital Improvements:** Commissioner Patino stated Precision Concrete Cutting removed all sidewalk and walkway trip hazards at Hartford Park, Manton Heights, Dominica Manor, and Carroll Towers. National Grid has completed the replacement of all the building exterior light fixtures at 335 Hartford Avenue. The Electronics Engineer has made modifications to the existing emergency generator at 335 Hartford providing emergency power to the Security Office. An RFP has been issued to several moving companies for moving and storage service during evictions; quotes are expected shortly. REAC Inspections are complete for all developments and the scores received are very good.

Director Tavares suggested we have an energy savings presentation in the near future depicting how aggressive the PHA has become with saving energy.

### **RESOLUTIONS**

None

### **OLD BUSINESS**

Chairman Retsinas indicated at the request of Commissioner Taylor, a new policy has been implemented whereas, a commissioner's attendance sheet be mailed out on a monthly basis.

**NEW BUSINESS**

In keeping with the monthly presentations, Director Tavares introduced Nancy Mattes, Director of Information Technology (IT). Nancy presented a slide show with an overview of her department's functions and responsibilities.

Chairman Retsinas questioned whether IT could utilize the new auditors to assist the finance department with additional training and streamlining procedures. The Chairman also suggested IT have more communication with HUD with what their requirements are and how we operate.

**Executive Session**

Chairman Retsinas accepted a motion by Commissioner Silver and a second by Commissioner Waters, a roll call vote produced a unanimous vote to go into executive session pursuant to R.I.G.L. 42-46-5 (a) (2) To Continue Discussion of Pending Litigation and pursuant to R.I.G.L. 42-46-5 (a) (1) To Discuss Personnel. Said executive session commenced at 5:36 p.m.

At 5:54 p.m., the Commissioners returned to open session where Vice Chairman Ryan made a motion to extend the Executive Director's contract for an additional twelve months with a 3% increase in salary. Said motion was seconded by Commissioner Taylor and approved with a unanimous roll call vote.

**ADJOURNMENT**

There being no further business, Chairman Retsinas accepted a motion to adjourn from Commissioner Cascella, seconded by Commissioner Taylor. Said motion passed with a unanimous voice vote.

The meeting adjourned at 5:56 p.m.

**Minutes Submitted and Approved By:**

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Lisa Cancelliere  
Recording Secretary

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Paul Tavares  
Executive Director